



**Annexure: I**

**INDIA TRADE PROMOTION ORGANISATION**

**E-TENDER NOTICE**

Online **Percentage** rate e-Tenders are invited through two bid system for ***R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26 .***

***SH: - Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.***

**Manual bids shall not be accepted.**

The detail of tender is as under.

S.N	Name of work	Time for Completion	Estimated Cost (Rs.)	Earnest Money (Rs.)	Cost of Tender i/c GST (Rs.)
1.	R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26  SH: - Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.	365 days	74,64,396/-	1,49,300/-	1180/-

1. The tender documents are available on our website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be down loaded. **However, the documents required such as two DDs towards Cost of Tender and Earnest money (Demand Draft should be in favour of India Trade Promotion Organisation, payable at New Delhi or the proof of exemption documents of EMD & Tender Fee)** should be deposited in Administration building at Gate No-9, before the close of time for Submission of the e-tender. The contractor should have PAN Number, GST Number, ESI, and EPF Registration Number.

**2. The following will be eligibility criteria for specialized agencies:**

- 3.2.1. Who have satisfactorily completed in GOVT/PSUs. (In case no bidder has provided government experience / public sector experience, then the bidders with experience in reputed organizations may be considered by the competent authority of the Client).  
**Three similar** works each of value not less than 40% of estimated cost or **two similar** work each of value not less than 60% of estimated cost or **one similar** work of value not less than 80% of estimated cost in last 7 years ending last day of the month previous to the one in which the tenders are invited.

(If the work executed in more than one year, than proportionate work done will be Calculated in one Year).

**Similar work shall mean: -Providing manpower (Skill/Unskilled) for maintenance civil work.**

- 3 Tender documents may be downloaded from ITPO's web site [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

INDICATIVE CRITICAL DATE SHEET

<b>Published Date</b>	<b>27/12/2024</b>
<b>Bid Document Download Start Date</b>	<b>27/12/2024</b>
<b>Bid Submission Start Date</b>	<b>27/12/2024</b>
<b>Bid Submission End Date</b>	<b>01/01/2025 Up to 3.00 PM</b>
<b>Bid Opening Date</b>	<b>02/01/2025 at 3.30 PM</b>

- 4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in Reducing size of the scanned document.

- 5 Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

6. Tenderer who has downloaded the tender from the ITPO's web site [www.indiatradefair.com](http://www.indiatradefair.com) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ITPO.

7. Intending tenderers are advised to visit again ITPO website [www.indiatradefair.com](http://www.indiatradefair.com) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

### **EMD Payment & Tender cost:**

Earnest Money Deposit & Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

#### **BANK Details for EMD Payment through NEFT/RTGS:**

Name of the Beneficiary	:	India Trade Promotion Organisation
Name of the Bank	:	Central Bank of India
Branch Address	:	Bharat Mandapam, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAATI2955C

8. **The Hard Copy of original instruments in respect of cost of tender document, earnest money, Must be delivered to Moinuddin, Sr. Manager (Civil) N/F, Administration building at Gate No-9, India Trade Promotion Organisation, Bharat Mandapam, New Delhi - 110001 on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD/RTGS, etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable. EMD of other than lowest agency shall be returned.**

9. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

#### **Submission of Tender**

**The tender shall be submitted online in two parts, viz., technical bid and financial bid.**

All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## **Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (As applicable):

- i) Scanned copy of works undertaken (Govt./PSUs) with completion certificate.
- ii) Scanned copy of PAN No, GST number, EPF & ESI registration number.
- iii) Scanned copy of documents like Earnest Money Deposit, Tender cost.
- iv) Scanned copy of Tender Acceptance Letter(Annexure III)
- v) Scanned copy of Price bid undertaking(Annexure IV)
- vi) Scanned copy of minimum 500 no's of workers EPF document
- vii) Scanned copy of Labour Law Registration Certificate

## **Financial Bid**

- (a) Schedule of price bid in the form of BOQ\_XXXX .xls.

## **Annexure: II**

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder.

This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**FORM-F*****DETAILS OF MACHINE AND EQUIPMENT OWNED AND PURCHASED from 01.04.2021 to 31.03.2023***

<b>S. No.</b>	<b>Model</b>	<b>Quantity</b>	<b>Remark</b>	<b>Qty owned with year of purchase withproof</b>
1.	Drill Machine	2	As per BOQ	
2.	Cutter Machine(One wooden & One stone )	2	As per BOQ	
3.	Concrete Breaker Machine	1	As per BOQ	
4.	LADDER	1	As per BOQ	
5.	Hammer (all type )	1	As per BOQ	
6.	Plumber tools	1 set	As per BOQ	
7.	Carpenter tools	1 set	As per BOQ	
8	Mason tools	1 set	As per BOQ	
9.	Garbage Trolley	1	As per BOQ	
10.	Cycle Rickshaw Covered	1	As per BOQ	

**Signature of Bidder(s)**

**FORM-G**

**DETAILS OF skill and unskilled WORKERS ON THE ROLE OF FIRM**

<b>S. No.</b>	<b>Name of workers</b>	<b>Registration Number of EPF</b>	<b>Registration number of ESIC</b>

***Signature of Bidder(s)***

**Annexure: III**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

**Name of Tender / Work: - R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26**

***SH: - Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.***

Dear Sir,

**1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

\_\_\_\_\_

**as per your advertisement, given in the above mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ To \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**

**6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annexure: IV**

**FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for "***R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26***

***SH: - Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.***

I have thoroughly examined and understood all the terms and conditions as contained in

the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid.

Authorized Signatory  
(Signature of the Authorized Person)

## GOVERNMENT OF INDIA

## INDIA TRADE PROMOTION ORGANISATION

## General Detail of Notice Inviting Tender

The Sr. Manager (Civil), Engineering Division, Administration building at Gate No-9, India Trade Promotion Organization, Bharat Mandapam, New Delhi on behalf of CMD, ITPO invites **percentage rate e- tender** for the work ***R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26***  
***SH: - Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.***

From approved and eligible contractors of ITPO, CPWD, Department of Telecommunications, M.E.S., Railways & specialized agencies. The agencies should have PAN No, GST No., and ESI & EPF Registration Number.

The enlistment of the contractors should be valid on the last date of receiver of tenders. In case only the last date of receiver of tender is extended, the enlistment of contractor should be valid on the original date of receiver of tenders.

- 1.1.1 The work is estimated to cost **Rs.74, 64, 396/-** This estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful tenderer on prescribed Form No. C.P.W.D. 7/8 which is available as a Govt. of India publication. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be sixty days from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
4. The site for the work is available.

OR

The site for the work shall be made available in parts as specified below:

5. (i) Tenders shall be accompanied with Earnest money of **Rs. 1,49,300/- & Tender Fee of Rs. 1180/-** (demand drafts of a scheduled bank issued in favour of India Trade Promotion Organisation, New Delhi or NEFT/RTGS).
6. The Contractor, whose tender is accepted, will be required to furnish performance guarantee of 3% (three percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.1, 00,000/-) or Government Securities or Fixed Deposit Receipts in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderer at the office of the above mentioned officer. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
7. The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

8. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
9. The competent authority on behalf of CMD, ITPO reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
10. No Engineer of gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
11. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders/Ninety days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
12. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 7 days from the stipulated date of start of the work, sign the contract consisting of:-

#### **SCHEDULE 'E'**

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.- Nil

##### **CLAUSE 10 CC**

Component of Cement – expressed as percent of total value work.	N/A
Component of Steel-expressed as percent of total work.	N/A
Component of civil (except cement & steel)/Electrical construction	N/A
Materials-expressed as percent of total value of work.	
Component of labour-expressed as per cent of total value of work.	N/A
Component of P.O.L. – expressed as percent of total value work.	N/A

## SCHEDULE 'F'

Reference to General Conditions of contract.

**Name of work:** *R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26*  
**SH:** *- Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.*

Estimated cost of work	Rs. 74, 64,300 /--
(i) Earnest money:	Rs. 1,49,300/-
(ii) Performance Guarantee	5% of tendered value
(iii) Security Deposit	2.5% of tendered value

### General Rules & Directions:

Officer inviting tender SM (Civil) N/F

Maximum percentage for quantity of items of work to be executed beyond  
Which rates are to be determined in accordance with Clauses 12.2 & 12.3 50%

### Definitions

2(v) Engineer-in-Charge	Manager (Civil)
2(viii) Accepting Authority	As per DFPR Sch. V of ITPO
2(x) Percentage on cost of materials and Labour to cover all overheads and profits.	15%
2(xi) Standard Schedule of Rates	DSR 2023
2(xii) Department	ITPO (Engg.)
9(ii) Standard CPWD contract Form	CPWD form 7/8 as modified & corrected upto date

### Clause 1

- |   |   |      |
|---|---|------|
| (i) Time allowed for submission of Performance Guarantee From the date of issue of letter of acceptance | 7 | days |
| (ii) Maximum allowable extension beyond the period (Provided in i) above                                | 4 | days |

### Clause 2

Authority for fixing compensation under clause 2. GM (W)

### Clause 2A

Whether clause 2A shall applicable No

### Clause 5

Number of days from the date of issue of letter  
Acceptance for reckoning date of start 4 days

Mile stone(s) as per table given below:

**Table of Mile Stone(s)**

Sl. No.	Description of Milestone(Physical)	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestone
1.	1/8 <sup>th</sup> (of the whole work)	1/4 <sup>th</sup> (of the whole work)	In the event of not achieving the necessary progress as assessed from the running payments, 1% of the tendered value of work will be withheld for failure of each mile stone.
2.	3/8 <sup>th</sup> ( - do -)	½ ( - do -)	
3.	3/4 <sup>th</sup> (-do-)	3/4 <sup>th</sup> (-do-)	
4.	Full	Full	

Time allowed for execution of work

**365 days**

**Clause 6, 6A**

Clause applicable – (6 or 6A)

Clause 6A

**Clause 7**

Gross work to be done together with net payment/adjustment or advance for material collected, if any since the last such payment for being eligible to interim payment

N A

Clause 10A

List of testing equipment to be provided by the contractor at site lab.

As per the site requirement and as per direction of Engineer In charge

Clause 10 B (ii)

Whether Clauses 10 B (ii) shall be applicable No

Clause 10CA

Materials covered under this clause Nearest Material for which All India Wholesale Price Index is to be Followed

1. \_\_\_\_\_ NA \_\_\_\_\_

2. \_\_\_\_\_

**Clause 10CC**

Clause 10CC to be applicable in contracts with stipulated period of Completion exceeding the period show in text column

**18 months**

**Clause 11**

Specification to be followed for execution of work CPWD Specifications 2019, Part I & II with Up-to-date correction slips.

**Clause 12**

Deviation limit beyond which clauses 12.2 & 12.3 shall

Apply for building work 50%

Deviation limit beyond which clauses 12.2. & 12.3

Shall apply for foundation work 50%

Clause 16

Competent Authority for deciding reduced rates.

GM (C)

Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-

As per the site requirement and as per direction of Engineer In charge

**Clause 36(i)**

S.N.	Minimum qualification of Technical Representative	Discipline	Designation (Principal Technical/Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)
						Figures Words
1.	Graduate Engineer Or	Civil	Principal Technical	Nil	1	15,000/- (Rupees fifteen thousand only) per month
2.	Diploma Holder			5 years	1	

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

**CLAUSE 42**

(i)(a) Schedule/statement for determining theoretical quantity of cement & Bitumen on the basis of Delhi Schedule of Rates DSR 2023 printed by C.P.W.D.

(ii) Variations permissible on theoretical quantities.

- |  |                                    |
|--|------------------------------------|
| a) Cement for works with estimated cost put to Tender not more than Rs. 5 Lakhs              | 3% plus/minus                      |
| For works with estimated cost put to tender More than 5 Lakhs                                | 2% plus/minus                      |
| b) Bitumen for all works   | 2.5% plus only & nil on minus side |
| c) Steel Reinforcement and structural steel Sections for each diameter, section and category | 2% plus/minus                      |
| d) All other materials   | Nil                                |

**RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION**

S.No.	Description of Item	Rates in figures and words at which recovery shall be made from the contractor	
		Excess beyond permissible variation	Less use beyond the permissible variation
1.	Cement		5800/-ton
2.	Steel reinforcement		L & T, ACC, Laxshmi
3.	Structural Sections		Cement, CCI, Birla Uttam or equivalent if applicable
4.	Bitumen issued free		
5.	Bitumen issued at stipulated fixed price		

**INDIA TRADE PROMOTION ORGANISATION**  
**Engineering Division**

**No. 180-ITPO/Misc/Engg/2024-25/MP**

**Dated: - 27/12/2024**

**E-TENDER NOTICE**

The Sr. Manager (Civil), Engineering Division, Administration building at Gate No-9, India Trade Promotion Organization, Bharat Mandapam, New Delhi on behalf of CMD, ITPO **invites percentage rate e- tender** for the following work from approved and eligible contractors of ITPO, CPWD, Department of Telecommunications, M.E.S., Railways & specialized agencies. The agencies should have PAN No, GST No., and ESI & EPF Registration Number.

S. N .	Name of work	Time for Completion	Estimated Cost	Earnest Money	Cost of Tender
1.	R/M and Upkeep of ITPO Premises at Bharat Mandapam during 2024-25, 2025-26  SH: - Providing manpower (Skill/Unskilled) for maintenance of ITPO Premises for 12 Months.	365 days	74,64,396/-	1,49,300/-	1180/-

**The bids can be submitted online up to 01/01/2025 up to 3.00 PM** with date of opening **on 02/01/2024 at 3.30 PM**. For further details including eligibility, downloadable form of tender documents etc. please refer website [www.indiatradefair.com](http://www.indiatradefair.com). & [www.eprocure.gov.in](http://www.eprocure.gov.in)

**Manual tenders will not be accepted.**

**(Moinuddin)**  
**Senior Manager (civil)**

### **ADDITIONAL CONDITIONS**

1. The work shall be carried out strictly as per CPWD specifications 2019, Part I & II with upto date correction slips.
2. The contractor shall take approval from the Manager (Civil)/Electrical in writing for collection and stacking of materials.
3. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD Works.
4. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
5. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Engg.-in-Charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.
6. The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of **Rs.100/-** and the cost of such stamp paper will be borne by the contractor.
7. Cement bags shall be stacked by the contractor at space provided by ITPO of stipulated quantities at his own cost in his own.
8. Cement shall be kept under double lock system in space provided by ITPO fixed with the door. The key of the lock shall remain with representatives of the Engg-in-charge at the site of work and that of other with the contractor or his authorized agent. Day to day issue shall be entered in the prescribed register and signed by the contractor or his authorized agent.
9. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.
10. The quoted rates must be net and for all heights and nothing extra will paid on this account.
11. **The rates should be quoted exclusive of GST as applicable.**
12. The agency should file an ECR against ESI & EPF for the individual workers engaged in ITPO & submit the same before payment.
13. The agency should disburse the payment to individual contractual workers in the presence of an official of Engineering Division & submit the wages sheet.
14. Contractual Labour Act Registration if applicable.
15. Firm should have minimum 500 persons on role in the month of submission of tender who are getting benefit of EPF and ESIC. Details are to be provided in Form-„G“.
16. Daily deployment of workers are required as ( skilled -3 nos & 6 nos unskilled )
17. The Agency will be fully responsible for the credentials confides and the action of the worker deployed by them in ITPO premises. The Agency shall provide name, residential address and other bio-data of all the employees engaged for this work. The agency has to provide only police verified employees for working in Pragati Maidan. The necessary badges will be issued to the agency from the Security Division of ITPO to facilitate entry to Pragati Maidan.

## 1. **ADDITIONAL CONDITIONS OF CONTRACT**

- The work shall be carried out strictly as per ITPO specifications/ CPWD specifications 2019, Part I & II with up to date correction slips.
- The contractor shall take approval from the Manager in writing for collection and stacking of materials.
- The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD Works.
- Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
- Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the In-charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.
- The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of **Rs.100/-** and the cost of such stamp paper will be borne by the contractor.
- The agency shall ensure quality of workmanship and the material used in executing the work to the satisfaction of In-charge. The agency should ensure reasonable up time of the facility.
- All the works shall be executed in strict conformity with the provisions of the contract documents.
- The agency shall alone be responsible for the engagement of, discharge of and payment to his workmen which he may engage from time to time, for the execution of the contract.
- CONTRACTUAL RELATIONSHIP nothing herein will be construed as creating the relationship of Employer and employee between the ITPO and the agency or between the ITPO and the agency's employees. The ITPO will not be subject to any obligations or liabilities of the agency or his employees, incurred in the performance of the work order unless otherwise herein authorized. The agency is an independent Contractor and nothing contained herein will constitute or designate the agency or any of his employees as employees of the ITPO.
- If, in the opinion of Engineer In-charge, the Agency is not employing sufficient number of workmen to complete the work in time, the ITPO will be free to carry out the work through any other Agency at the risk and cost of the Agency.
- The sweeping/ cleaning/buffing etc. all shall be carried out by machine/Manual - as per Annexure-I.
- The agency should arrange the required manpower and equipment/machines for Environmental Support Services (up keeping) within seven days of issue of letter of acceptance as per the site requirements.. In case of non-deployment of machinery, the recovery shall be made as per contract conditions.
- In case, ITPO finds any discrepancy in the deployment of adequate no. of workers/supervisors or less use of T&P machinery for cleaning work at expected standard/level, the contract may be terminated after giving notice as required under Clause/Contract and Agency will not be entitled to claim any compensation from ITPO on this account.
- The Agency shall abide by all labour laws applicable in NCT Delhi and shall pay provident fund, ESI, and other benefits to the workers etc. as required under Labour Laws and the records pertaining to such payments shall be submitted to Officer concerned of ITPO for inspection. The quoted rates shall include all such payments and ITPO shall not pay any extra amount for this purpose.
- The Agency will be fully responsible for the credentials confides and the action of the worker deployed by them in ITPO premises. The Agency shall provide name, residential address and other bio- data of all the employees engaged for this work and also get police verification done.
- All employees of the Agency shall be issued with identity cards bearing their photographs. The cost of identity card and photographs for identity cards shall be provided by the Contractor at their own cost. The contractor shall have the identity card format approved from ITPO.
- The Agency shall issue name badges to all their workers, which the worker shall wear while on duty. Jacket apron/uniform of the shade and pattern approved by ITPO will have to be provided to the worker, by the agency at their cost and the agency will ensure that the jacket apron/uniform worn by worker is clean and presentable, failing which a recovery of **Rs.500/-** each worker per day shall be made.

- The Agency shall have the right to take disciplinary action against any person engaged/employed by him; while no right whatsoever shall vest in any such persons to raise any dispute and/or claim whatsoever against ITPO. The ITPO shall, under no circumstances be deemed or treated as the Organisation in respect of any persons engaged/employed by the agency for any purpose whatsoever nor would ITPO be liable for any claim(s) whatsoever of any such person(s) and this condition shall be clarified to the workers before hand and no objections be taken from the workers in this regard and given to ITPO.
- In case ITPO is required to meet any liability in respect of any person(s) engaged/employed by the contractor by virtue of their working at the premises of the ITPO, it would be open and lawful for the ITPO to deduct the amount(s) of any such liability from and out of dues payable to the Agency.
- The agency shall not appoint any sub contractor to carry out any obligation under the contract. In case Agency fails to perform any of the terms and conditions of the agreement or commits any breach of the contract, ITPO may terminate/cancel the contract after due notices in accordance with the contract to the Agency and take necessary action under relevant clauses of the agreement. The Agency will not be entitled to any compensation from ITPO on this account.
- The Agency shall be responsible for the conduct and behaviors of the employees. If any employee of the agency is found misbehaving with ITPO staff, the agency shall take necessary appropriate action as per direction of the In-charge and may include replacement and removal of workers concerned from ITPO premises without any liability on ITPO.
- In the event of any loss/damage being occasioned to the ITPO on the negligence of the employees of the Agency, the Agency shall make good the loss sustained by ITPO either by replacement of the material/equipment or payment of compensation. The compensation as determined by the In- charge shall be final and binding.
- The agency will have to produce the register of wages or the register of wages-cum-muster roll of the preceding month along with the bill to be submitted on 7th day of every calendar month for verification to the nominated official of ITPO. The Agency shall ensure that payment to its employees is made in the presence of an authorized representative of ITPO.
- The agency shall indemnify the Organisation, its Directors, Officers, Employees, Subsidiaries and Assignees against any losses, damages, liabilities, claims, suits, demands, actions, causes of action, expenses (including reasonable attorneys' fees), judgments, assessments, deficiencies, proceedings and charges, including but not limited to third party claims, arising or occasioned out of this Work Order.
- The agency or its insurer will indemnify, defend and hold harmless, the Organisation for any damage to the property of the Organisation and, any all the claims for damages related to injury to or loss of property of others or injury, illness, physical or mental impairment, loss of services or death of any person that may be caused directly or indirectly by any act or omission of Contractor, its agents, employees or sub-contractor
- The agency shall instruct his employees to take all necessary safety precautions and ensure that such instructions are being followed by his employees so that no injury or harm is caused to workers. When working at a height above ground level, necessary safety precautions such as providing Safety Belts, etc. will be taken. For any work above ground level, the agency shall take written consent from respective site in-charge, in prescribed form, before engaging his men at site. The consent shall be taken on day-to-day basis, till the work is completed. Separate consent shall be obtained from site in- charge for engaging workmen of contractor on a Holiday.
- The ITPO reserves its right to terminate the contract forthwith any time during the currency of the contract should be Contractor commit a breach of any of the terms and conditions of the contract or in the opinion of the ITPO, the progress of the work is not satisfactory without any reason. In such an event, the ITPO shall have the right to get the whole or part of the work as the case may be, by any third party at the risk and cost of the agency.
- The agency shall promptly notify the ITPO of any changes in the constitution of their firm. It shall be open to the ITPO to terminate the contract on the death, retirement, insanity or solvency of any person being a partner in the said firm or on the addition or introduction of a new partner without the prior approval in writing of the ITPO, but such option shall not be exercised or such approval withheld unreasonably. But in the absence of any communication about termination by the ITPO as aforesaid, the contract shall remain in full force and effect notwithstanding any change in the

constitution of the firm by death, retirement, insanity or insolvency of any of its partners or the addition or introduction of any new partners.

- In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996.

**The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.**

**The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitration proceedings shall be English.**

**The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.**

- All the above services and any other work of similar nature, while entrusted to the Agency from time to time by the ITPO are to be rendered without causing any hindrance or disturbance to any ITPO staff working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neat and hygienically.
- If workers are engaged for more than eight hours, National Holidays or any other holiday, the agency shall pay OTA to the workers at its own cost.
- The Agency shall maintain all registers/records required under various acts, which may be inspected by ITPO and other designated authorities under Labor Laws.
- All members of staff employed by the Agency will be subjected to security check by the security guard posted at entrance/exist of Pragati Maidan premises.
- The workers of the agency will make their own arrangements for food and snacks while at work at their own cost and ITPO will not entertain any financial expenditure or provide any canteen facility.
- Work contract tax / GST/ Income tax and other taxes as applicable from time to time shall be deducted on gross amount of the bill as per rules and necessary certificates issued
- No water charges shall be deducted from the bills.
- The agency shall have to arrange his own small equipments like Phawras, Tokries, wheel barrows and T&P etc. for loading and unloading of garbage etc i/c front area of entrance gates of exhibition Halls.
- The Agency shall have a system to attend to complaints relating to facility management in general and in particular during the fairs in the Halls.
- Repair and maintenance of civil work, water supply, sanitary works of water hydrants and toilets etc. shall be carried out by the ITPO as and when required. However, for the leakages of water taps and blockages of floor traps/sewer line, agency has to take immediate necessary action for repair of leakages and clearing of sewer blockage by deploying their own manpower's i.e. sewer men & plumber.
- ITPO shall provide office/storage space free of charge as available to the Agency within the premises of Pragati Maidan for proper monitoring and supervision of the work during the currency of the agreement. The Agency may install telephone at his cost at the above office. The consumption charges of electrical Workload will be paid by the agency as worked out by ITPO
  - All recoveries prescribed in this contract shall be final and binding on agency and no dispute whatsoever will be entertained in this regards.
  - The detailed technical schedule for Mechanized Housekeeping along with the details of machines & chemicals to be used and frequency of various cleaning operation required to be carried out etc as per **Annexure F to G**
  - (a) The agency shall have to clean the area as per frequencies mentioned. However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Engineer in charge, for which nothing extra shall be paid.
  - (b) It must be borne in mind that some activities need to be started early in the morning and completed before 9.30 AM. Similarly, some other activities can be done only on Saturdays or other holidays, to avoid inconvenience to the users /exhibitors which will be done according to the requirements, as set up during exhibitions is also allowed in the night. The Maintenance of Building work will be carried out in a manner that it is completed well before start of exhibitions. The work on all Saturdays and holidays (Saturday, Sundays & National Holidays) shall be carried out at no extra cost.

- Materials and chemicals required shall have to be brought by the agency in advance for each month at their own cost. It may be noted that the material and chemicals required shall have to be brought at site and shall be kept in the safe custody.
- Water will be provided free of cost for operation of machinery/equipments at the nearest services available.

The contractors are required to submit the bill on their printed letter head having detail of G.S.T No. for release of payment.

- The contractor has to comply all legal acts/laws etc., related to transport/motor vehicle/traffic/legal expenditure if any/insurance & labour rules. Any penalty/challans /compensations shall be borne by the agency.
- In case of non performance by any of worker due to negligence/absence on any day recovery shall be made at the rate of **Rs.2000/-** per worker per day.
- The agency shall abide by all labour laws applicable in NCT Delhi and shall pay provident fund, ESI and other benefits to the workers etc. as required under Labour Laws and proof of the records of such payments shall be submitted to Officer concerned of ITPO. The quoted rates shall include all such payments and ITPO shall not pay any extra amount for this purpose.
- In case ITPO finds any discrepancies in deployment of adequate number of workers or less use of T & P for loading/unloading of garbage in trucks as provided in the contract, the contract may be terminated after giving notices as required under Clause of the contract and agency will not be entitled to claim any compensation from ITPO on this account.
- No workers, less than the age of 18 years shall be deployed to perform under in this contract. All the workers shall wear the prescribed uniform; otherwise recovery will be made @ **Rs.500/-** per day/per worker.
- All safety precautions shall be followed by the agency to avoid any mishap. In case of any mishap, the agency shall be held responsible.
- The agency shall not appoint any sub contractor to carry out any obligation under the contract without prior approval from the ITPO. In case agency fails to perform any of the terms and conditions of the agreement or commits any breach of the contract, ITPO may terminate/cancel the contract after due notices in accordance with the contract to the agency and the agency will not be entitled to claim any compensation from ITPO on this account.
- The agency will be fully responsible for the credentials bonafides and the action of the worker deployed by them in ITPO premises. The agency shall provide name, residential address and other bio-data of all the employees engaged for this work.
- The contractor employees will make their own arrangements for food and snacks while at work at their own cost and ITPO will not entertain any financial expenditure or provide any canteen facility.
- The contractor shall attend to complaints relating to disposal of garbage within the halls.
- Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to form and nature of the site, the means of access to the site, the they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at their own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
- In the event of any restrictions being imposed by the Security agency, ITPO, Traffic or any other authority having jurisdiction in the area on the working or movement of labour /material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account. The loss of time on this account, if any, shall have to be made up by generating additional resources etc. General Security restrictions are given as under :
  - Labour huts /stay of workmen will not be allowed at site.
  - Without having their character & Antecedent verified through the local

police.

**Entry passes for labours, supervisory staff and materials to be arranged by the agency on the recommendation of department from security wing of ITPO.**

- The labours / staff should not be changed too frequently once the verification of the character and antecedents is done.
- After verification of antecedents of workers, identification badges will be issued to them by the contractor. The cost of badges would be borne by the contractor.
- As and when there will be security requirements, certain additional restriction (s) can be imposed as per the requirement of the situation.
- No claim whatsoever will be entertained by the department on account of any restriction (s) imposed by the security agencies in execution of work including temporary suspension of work due to VVIP movements.
- The contractor shall be responsible for behavior and conduct of his labourers. No labourer with doubtful integrity or having a bad record shall be engaged by the contractor.
- The contractor is to execute the different Maintenance work for all floor, heights & levels for which nothing extra shall be paid over & above the quoted rates for different items as per schedule of quantities. Unless otherwise provided in the schedule of quantities, the rates tendered by the contractor shall be all inclusive and shall apply to all heights, lifts, leads and depths of the building and nothing extra shall be payable to him on this account.
- The tenderer shall visit the site & examine the availability of space in detail for execution of the work and deployment of machinery. The meetings, cultural & political activities take place in the campus; the contractor has to ensure that the above programs/ activities are not hindered in any manner while executing the work.
- If for any reasons, any area in whole or part of work is not available for work, the agreed execution schedule shall be suitably modified. However, under no circumstances the contractor shall be entitled to any claim of financial damages, whatsoever, on this ground & he shall re-organize his resources to suit the revised schedule within the stipulated time of completion.
- Material/ consumables and machinery quantity is minimum to be arranged etc as per **Annexure F to G**, however if needs more for proper housekeeping, then contractor is to arrange extra, without any extra cost. Payment will only be made as per the BOQ without any extra item or deviation.
  - Labour huts /stay of workmen will not be allowed at site.
  - No contractual employees/labourer shall be deputed in Pragati Maidan premises without having their character & Antecedent verified through the local police. Entry passes for labours, supervisory staff and materials to be arranged by the agency on the recommendation of department from security wing of ITPO Complex.
  - The labourers / staff should not be changed too frequently once the verification of the character and antecedents is done.
  - After verification of antecedents of workers, identification badges will be issued to them by the contractor. The cost of badges would be borne by the contractor.
  - As and when there will be security requirements, certain additional restriction (s) can be imposed as per the requirement of the situation.
  - No claim whatsoever will be entertained by the department on account of any restriction (s) imposed by the security agencies in execution of work including temporary suspension of work due to VVIP movements.
  - The contractor shall be responsible for behavior and conduct of his labourers. No labourer with doubtful integrity or having a bad record shall be engaged by the contractor.
- The rates should be quoted exclusive of GST as applicable.
- ***The tender will be extendable (if required) for one more year after satisfactory service of the vendor during the work period as per award letter.***

### **Safety Guidelines for Preventive measures in the wake of Covid-19.**

The agency will take the following effective necessary measures to prevent spread of COVID-19 epidemic and will implement various measures issued by government time to time at their **own cost** while carrying out different services at Pragati Maidan:-

1. Physical distancing of at least 6 feet to be followed as far as feasible.
2. Use of face covers/ masks to be mandatory.
3. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol based hand sanitizers can be made wherever feasible.
4. Spitting shall be strictly prohibited and if found shall be fined.
5. The furniture and other surfaces (frequently touched or otherwise) brought by the agency need to be wiped with disinfectant regularly.
6. While transporting the prefabricated materials to Pragati Maidan or back to warehouse, the agency must ensure to sanitize the delivery vehicle and all materials before loading & try to avoid unnecessary stopover during transit.
7. Driver and other personnel involved in transportation of material must ensure social distancing and wear all necessary PPE.
8. Ensure contactless transportation of materials to the exhibition ground.
9. Ensure all work to be carried out at site with maintaining social distancing as far as feasible.
10. Any structure/ stall fabricated by the agency at site must be sanitized before dismantling.
11. The agency will not engage any worker whose temperature is not normal and if in case a person falls sick, they must report to the First Aid Desk/ nearby hospital immediately.
12. The C&D agency will provide covered dustbins in stalls.

**CORRIGENDUM TO FORM 7/8/9 (CPWD) MUST BE READ ALONGWITH THE PAMPHLET****INDIA TRADE PROMOTION ORGANISATION  
(Engineering Division)**

S. No.	FOR	READ
1.	Government of India	India Trade Promotion Organisation
2.	C.P.W.D. or Government	India Trade Promotion Organisation
3.	CPWD -7/8/9	CPWD 7/8/9
4.	President/President of India	C.M.D ITPO
5.	Chief-Engineer	General Manager (Works)
6.	Superintending Engineer	Dy. General Manager (Civil)/SM (Civil)
7.	Engineer-in-charge/Divisional Engineer/Executive Engineer/Divisional Office	Manager (Civil)
8.	Sub-Divisional Officer/ Asstt. Engineer	Deputy Manager (Civil)
9.	Administration Head	C.M.D. /General Manager
10.	Ministry of Works & Housing	ITPO /Ministry of Commerce
11.	CPWD Code, Paragraph'90	Shall be applicable to ITPO works
12.	DSR'2023	Shall be applicable to ITPO works
13.	CPWD specifications 2019 part – I & II	Shall be applicable to ITPO works
14.	DSR (Internal) 2022 for Electrical works	Shall be applicable to ITPO works
15.	CPWD specifications (Internal) 2019 for Electrical works	Shall be applicable to ITPO works
16.	DSR External 2022 for Electrical works and specifications	Shall be applicable to ITPO works
17.	Provision of Section 12 Sub-Section (i) of the works man compensation	Shall be applicable to ITPO works
18.	CPWD safety Code framed from time to time	Shall be applicable to ITPO works
19.	CPWD maternity benefits to labour	Shall be applicable to ITPO works
20.	Model Rules of the protection of health and sanitary appointment for workers employed by CPWD	Shall be applicable to ITPO works
21.	CPWD contractor labour Regulations	Shall be applicable to ITPO works

Sr. Manager (Civil) N/F

**India Trade Promotion Organisation**  
**(Engineering Division)**

Categories of Employees

All inclusive Minimum Rates of Wages per day

**A. Un-Skilled**

1	Mazdoor	Rs. 783.00	Each Per day
2	Mazdoor Coolies	Rs. 783.00	Each Per day
3	Helper to Mason, Fitter Carpenter & Painter	Rs. 783.00	Each per day
4	Any other categories doing un-skilled work	Rs. 783.00	Each per day

**B. Semi Skilled**

1`	Sewer man	Rs.868.00	Each Per day
2	Chowkidar	Rs.868.00	Each per day

**C. Skilled**

1.	Glazier	Rs. 954.00	Each per day
2	Carpenter	Rs. 954.00	Each per day
3	Sanitary Fitter	Rs. 954.00	Each Per day
4	Spray men for Road	Rs. 954.00	Each per day
5	Mason	Rs. 954.00	Each per day
6	Black Smith	Rs. 954.00	Each per day

Senior Manager (Civil)  
ITPO

## AGREEMENT

AN AGREEMENT is made this.....BETWEEN the India Trade Promotion Organisation. A company Incorporated under the companies Act, 1956 and with its registered office at Bharat Mandapam New Delhi-110 001, which expression shall include its successor, unless repugnant to or Excluded by the contract here of and assignees of and represented by its Managing Director, ITPO the first party (hereinafter called the Authority) and by its sole proprietor/partners, Managing Director .....(which expression shall be including his/its successor's heirs, executors, representative and or assignees of the second party (hereinafter called the contractor).

WHEREAS                    the                    Authority                    has,                    under                    Notification                    No.  
.....  
.....

WHEREAS the contractor has submitted tender for carrying out the work as above as per the tender document page to                    and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.

THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance Issued party No. 1 annexed here to as.

The same shall be binding on both the parties.

IN WITNESS WHEREOF, the parties have signed the deed of agreement on the date, month and year referred to above.

At New Delhi.  
WITNESS

1.	_____	Party No. 1
2.	_____	Party No. 2